



# FE ALERT!

Further Education News - April 2019

The official briefing of the UNISON Further Education Scotland  
Committee (FESCOM)

Essential reading for all support staff  
working in Scotland's Colleges

# NATIONAL JOB EVALUATION HAS ARRIVED!



Stage 1 of the National Job Evaluation exercise was 'soft launched' on Thursday the 28<sup>th</sup> of March. Colleges have started to issue a standard e-mail to support staff to alert them to the launch and to direct them in the first instance to the Joint Web Site.

**<https://njncscotlandscolleges.ac.uk/job-evaluation/jobevaluation.html>**

The website provides you with information for employees and line managers and the content has been jointly agreed between the Trade Unions and employers. Take time to have a look at this and ask your local steward if you have any queries.

## WHY ARE WE DOING THIS?

This commitment to Job Evaluation was part of a previous National pay deal.

Your Trade Union wants this to be part of an overall process to harmonise salaries and create national pay & grading scales like your lecturing colleagues, however, this is still being discussed with employers.

This current stage is purely an exercise to analyse and evaluate your role.

## WHAT HAPPENS NEXT?

The College will issue you (and others with the same role) a Role Outline Questionnaire, which has 50 questions covering 14 different Job Evaluation factors.

You will need to get together with your colleagues and complete a first draft response as thoroughly as you can, based on the job you do. Colleges aim to complete this first stage by Friday 28 June 2019.

This is the most important part of this process and you should take time to do this properly.

## DO I GET TIME AND SUPPORT TO DO THIS ?

YES! All of the Colleges have been given money by the S.F.C. to cover the cost of time required by HR staff and managers; for staff to meet and complete questionnaires and additional time for your local reps to assist and liaise with you to help you complete your questionnaires.

UNISON has also secured release for additional “national reps” to travel the country and visit every College and Campus where every member asks us to and review your questionnaire and give you help and advice to enhance it.

Do not rush or be rushed, this is **YOUR** job and **YOUR** questionnaire.

## WHAT IF I DON'T AGREE WITH THE GROUP I HAVE BEEN ADDED TO OR MY MANAGER AND I DISAGREE OVER THE QUESTIONNAIRE?

Speak to your Trade Union rep. straight away, we expect this to happen. Both you and your Manager are required to sign off the questionnaire.

**You should not sign off anything if you disagree with the content.**

You can also ask to have your role scored individually.

If no agreement can be reached, the matter will be referred to the next tier of management for resolution.

**You can, and should, get us involved at this stage.**

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## WHAT IF I AM ASKED TO CHANGE MY JOB DESCRIPTION?

Your agreed job description, as applicable at 1 September 2018, will be submitted as part of the process.

Should job descriptions be out of date as of 1 September 2018, these should be updated. Some Colleges have already started this process.

Be very careful when being asked to change your job description. This forms part of your T's & C's and changes always need to be agreed. You should notify your Trade Union if you are asked to do so.

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## WHEN WILL NATIONAL REPS ARRIVE IN MY COLLEGE AND HOW CAN I ARRANGE A MEETING?

You can book a meeting through your local steward and if you have any questions in advance, you can request a call-back by e-mailing..

[jobevstewards@outlook.com](mailto:jobevstewards@outlook.com)

The draft schedule is detailed below. We hope to conduct all member's meetings and then begin appointments to support you throughout the process. You can also e-mail us a draft in advance and we will review it for you.

Remember to also work with your local steward over the next 12 weeks. They are your first point of reference.

DAY	DATE	DAY	COLLEGE (days)		COLLEGE (days)		COLLEGE (days)	
1	15-Apr-19	Monday	ENQUIRIES					
2	16-Apr-19	Tuesday	ENQUIRIES					
3	17-Apr-19	Wednesday	ENQUIRIES					
4	18-Apr-19	Thursday	ENQUIRIES					
5	19-Apr-19	Friday						
6	22-Apr-19	Monday						
7	23-Apr-19	Tuesday	Edinburgh (13)	5				
8	24-Apr-19	Wednesday	Edinburgh (13)	3				
9	25-Apr-19	Thursday	Edinburgh (13)	5				
10	26-Apr-19	Friday						
11	29-Apr-19	Monday			Clyde (18)	4		
12	30-Apr-19	Tuesday			Clyde (18)	4		
13	01-May-19	Wednesday	D & G (9)	2	Clyde (18)	2		
14	02-May-19	Thursday	D & G (9)	2	Clyde (18)	2.5		
15	03-May-19	Friday	D & G (9)	2	Clyde (18)	1.5		
16	06-May-19	Monday						
17	07-May-19	Tuesday			Clyde (18)	1	Fife (9)	4
18	08-May-19	Wednesday			Clyde (18)	2	Fife (9)	3
19	09-May-19	Thursday	West Lothian (6)	2	Clyde (18)	2	Fife (9)	2
20	10-May-19	Friday	West Lothian (6)	2	Clyde (18)	1		
21	13-May-19	Monday			Forth Valley (7)	4		
22	14-May-19	Tuesday			Forth Valley (7)	3		
23	15-May-19	Wednesday			Kelvin (14)	4		
24	16-May-19	Thursday			Kelvin (14)	3		
25	17-May-19	Friday			Kelvin (14)	2		
26	20-May-19	Monday					CoG (23)	5
27	21-May-19	Tuesday					CoG (23)	4
28	22-May-19	Wednesday					CoG (23)	5
29	23-May-19	Thursday	Perth (13)	4			CoG (23)	1
30	24-May-19	Friday	Perth (13)	4			CoG (23)	1
31	27-May-19	Monday						
32	28-May-19	Tuesday	Perth (13)	2			CoG (23)	1
33	29-May-19	Wednesday	Borders	2	NCL (18)	3	CoG (23)	1
34	30-May-19	Thursday	Borders	2	NCL (18)	2		
35	31-May-19	Friday						
36	03-Jun-19	Monday			NCL (18)	1	Dundee /Angus (9)	3
37	04-Jun-19	Tuesday			NCL (18)	2	Dundee /Angus (9)	1
38	05-Jun-19	Wednesday	SLC (10)	2	NCL (18)	1	Dundee /Angus (9)	1
39	06-Jun-19	Thursday	SLC (10)	2	NCL (18)	1	Dundee /Angus (9)	1
40	07-Jun-19	Friday	SLC (10)	0	NCL (18)	1	AYRSHIRE (12)	2
41	10-Jun-19	Monday	SLC (10)	1	NESCOL (5)	2	AYRSHIRE (12)	1
42	11-Jun-19	Tuesday	SLC (10)	1	NESCOL (5)	1	AYRSHIRE (12)	1
43	12-Jun-19	Wednesday			NESCOL (5)	1	AYRSHIRE (12)	2
44	13-Jun-19	Thursday			NESCOL (5)	1	AYRSHIRE (12)	1
45	14-Jun-19	Friday					AYRSHIRE (12)	1
46	17-Jun-19	Monday	West (19)	1	MORAY (5)	4		
47	18-Jun-19	Tuesday	West (19)	2	MORAY (5)	2	THURSO (8)	2
48	19-Jun-19	Wednesday	West (19)	1	INVERNESS (6)	2	THURSO (8)	2
49	20-Jun-19	Thursday	West (19)	2	INVERNESS (6)	2	THURSO (8)	2
50	21-Jun-19	Friday	West (19)	2	INVERNESS (6)	2	THURSO (8)	2
51	24-Jun-19	Monday	West (19)	1			LEWES CASTLE (4)	1
52	25-Jun-19	Tuesday	West (19)	2			LEWES CASTLE (4)	1
53	26-Jun-19	Wednesday					LEWES CASTLE (4)	1
54	27-Jun-19	Thursday					LEWES CASTLE (4)	1

## WHAT SHOULD I DO NOW ?

Find your Job Description.

Ensure it is up-to-date as of September 2018 and if it is not take a note of which tasks are missing or no longer relevant. Factor this in when completing your questionnaire.

Start to complete the questionnaire and complete it as thoroughly as possible. No one should tell you to limit it.

Speak to as many people as possible about how they are completing questionnaires.

Make an appointment to speak to your local steward and book an appointment with the national steward for key advice.

Tell your colleague if they have not already joined UNISON to join us now. We cannot support non-members throughout Stage 1, or in the future.



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# **BUILD YOUR UNION AND RECRUIT A MEMBER !**

As ever, if you know someone who is not a member, encourage them to join. If they are not a member, they do not have a voice in the big decisions ahead of us.

<http://www.unison-scotland.org.uk/join/index.html>

Thanks for reading and if you have any suggestions or questions, or anything you want us to look into, be sure to let us know (through your local steward).

**UNISON Scotland Further Education Website:**

<http://www.unison-scotland.org/service-groups-and-sectors/further-education/>

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